



**Montana
Office of Public Instruction**
Denise Juneau, State Superintendent

opi.mt.gov

Office of Public Instruction
P.O. Box 202501
Helena, MT, 59620-2501
(406) 444-3095
(888) 231-9393
(406) 444-0169 (TTY)
opi.mt.gov

To: SFA Authorized Representatives/Food Service Managers

From: Kenadine Johnson, Cooperative Purchase Coordinator

Date: September 26, 2011

Re: Order for the Winter 2011-12 OPI Cooperative Purchase Bid

You may place orders on the Winter 2011-12 OPI Cooperative Purchase Bid through Monday, November 7, 2011.

To complete your purchase order:

1. Log into <http://data.opi.mt.gov/CooperativePurchasing/Frmlogin.aspx> and enter the kind and quantity of each item that you wish to purchase for delivery January 2011 through June 2011. Complete this order by November 7, 2011.
2. It is important that you enter your order for the Cooperative Purchase Bid carefully. Note that some items are ordered by pound.
3. Print the completed purchase order to double check the pack size and number of units that you are ordering. Maintain the printed purchase order in your files. Purchase order numbers may be assigned by the district to facilitate tracking of the order and payments.
4. Finalize your order and print the signature page. The signature page must be signed by the School Food Authority Authorized Representative (i.e., Superintendent, District Clerk or Board Chairman) and Food Service Manager. Mail the signed signature page to the Office of Public Instruction, School Nutrition Programs, PO Box 202501, Helena, MT 59620 or fax to (406) 444-2955.

Deliveries and payments:

1. There will be four monthly deliveries during the bid period. Please give the amount that you want for each item in each delivery. There is no limit to the quantity that can be ordered.
2. The Bid items will be delivered as follows:
 - First Delivery will begin by January 20, 2012 and be completed by February 20, 2012.
 - The consecutive three deliveries will be in one month - four work week time periods (i.e. January 20, 2012 to February 20, 2012 to March 20, 2012 to April 20, 2012).
 - Food items will be delivered between the hours of 7:00 a.m. and 5:00 p.m. on school days.

The Montana Office of Public Instruction provides vision, advocacy, support, and leadership for schools and communities to ensure that all students meet today's challenges and tomorrow's opportunities.

3. Orders that total less than \$200 per delivery may be combined into a bi-monthly delivery.
4. The winning bidder will bill your district for items ordered/delivered. Payment must be made within 45 days of delivery.
5. The price per item will be determined by the bid. If you do not receive all items that you ordered or the invoice price was not bid price, contact the Office of Public Instruction, School Nutrition Programs, Cooperative Purchase Program. The only exception is on items that are priced per pound (see information about items priced per pound above).
6. The Office of Public Instruction, School Nutrition Programs, Cooperative Purchase Program will charge your district a small administrative fee (varies between 2-4 percent) of the total cost for all items ordered. The administrative fee will be billed during the last delivery period and is due within 30 days. Warrants or checks are payable to Cooperative Purchase Fund.

If you have questions, please contact Kennie Johnson, Cooperative Purchase Coordinator at (406) 444-4412.